

IT COMMITTEE

MINUTES

February 26, 2015

Called to Order: 2:06 pm, L-201
 Chair / Co-Chair: Rick Shaw, ITS Executive Director
 Michele Lathrop, Tutorial Specialist

Type of Meeting: Participatory Governance / Regular

Attendees: Rick Shaw, Michele Lathrop, Suzanne Malek, Dr. Tom O'Neil, Carolyn Burrell, Mike Wilmes, Crystal Garcia, Javier Carcano and Mina Hernandez (proxy for Angela Musial)
 Via CCC Confer: LaDonna Trimble, Dr. Casey Scudmore and Dr. Nancy Bednar
Absent: Richard Colgren, Daniel Mendez, Dawn McIntosh, Angela Musial, Kimberly Covell and Bonnie Suderman
Guests: Bill Bullers and Daniel Conner
Resource Documents: Committee Annual Report template

Chair's Opening Comments

- Opening comments – Rick Shaw
- Introductions for guests / proxy

IT Committee Meeting Minutes Approval

Chair/Co-chair

Minutes from October 23, 2014 meeting were approved with no changes

Review of Action Items

Goals

Chair

- AP 3720, 3721, 3722 and Computer Use and Electronic Mail Guidelines
- Refresh to tie in with Education Master Plan
- Formalize Committee Annual Report (handout of template)

Discussion Items

Chair

Local Admin Structure:

- In certain circumstances will extend admin access – permissions on device to download software
- Will require Dean's authorization in addition to Rick Shaw
- Dean will be notified if local admin breaks equipment
- Will fall to bottom of priority list for technical support

Refresh:

- Refresh volunteer group (Michele Lathrop, Suzanne Malek, Mike Wilmes) to discuss philosophy
- Requesting \$500k for refresh for next year

Security Cameras:

Measure R money (approx. \$300k) left over to put security cameras in high risk areas (buildings - Health Science – Library – Bookstore & Cafeteria – Warehouse. Rick Shaw has already reviewed with Sheriff's department.

Banner Project:

- Finance segment on track to go live 7/1/15
- Luminis portal upgrade 4.0 to 4.5 go live date moved to October
- HR/Payroll on track to go live 1/1/16 – coincides with tax year
- Document management – more specific information next meeting

<p>Battery Back-ups:</p> <ul style="list-style-type: none"> • Battery back-ups to be installed in all network closets - All Internet & some phone goes thru BE building – when power goes out = life safety issue as handsets don't work without power • Requisition in process – next month to 6 weeks • Additional battery back-up • Restructuring network closet in Administration building (cabinet currently in Foundation office) • Reduced cost on batteries – using savings for a/c cabinet w/back-up (Spring semester)
<p>Palmdale Center:</p> <ul style="list-style-type: none"> • Info for classroom A/V • Networking and Security • Sharon is point-person for project • Update to Sharon Dalmage by Monday 3/2/15 with breakdown • Target - Summer 2016 move in / Fall 2016 for classes
<p>A/V Budget:</p> <ul style="list-style-type: none"> • This year projectors were targeted • Need to begin installing next generation specs (touch panels for rooms) • Next year will target 10 smart classroom refreshes with configuration of projector by wireless devices (picked up suggestions through Rick Shaw attending Ramp Up meeting)
<p>Student Lounge:</p> <ul style="list-style-type: none"> • Getting a facelift • Targeting modified A/V configuration similar to classrooms for better experience
<p>IMC:</p> <ul style="list-style-type: none"> • Discussions ongoing cleaning up library • Addressing ADA issues • Classroom conversion of content
<p>Open Forum</p>
<p>Discussion: Status of AT&T tower</p> <ul style="list-style-type: none"> • Signed through the Board – now going through DSA • Should be addressed in Spring
<p>Discussion: Palmdale Campus – Interactive classrooms</p> <ul style="list-style-type: none"> • Example - Victor Valley College interactive classroom as discussed in Ramp Up meeting • Configuration planned as distance learning classrooms but not teleconferencing • Conference room planned as teleconference room • Could consider reconfiguration to include teleconferencing in classroom – will need to go through Sharon Dalmage
<p>Discussion: Status of phone in ME-114</p> <ul style="list-style-type: none"> • Request for 10 network lines to be added to the room – one additional network line will be for phone • Black Box (vendor) to evaluate on Friday 02/27/15
<p>Upcoming IT Committee Meeting Dates</p>
<p>Next Meeting: March 12, 2015 2:00 pm, L-201</p>
<p>2015: 3/26, 4/9, 4/23, 5/14, 5/28</p>
<p>Summer (tentative): 06/11, 07/09, 08/13</p>
<p>Additional Information: Adjourned 2:30 pm</p>